

To: Diamond, Jane[Diamond.Jane@epa.gov]; Gullatt, Kristin[Gullatt.Kristin@epa.gov]; Woo, Nancy[Woo.Nancy@epa.gov]; Kemmerer, John[KEMMERER.JOHN@EPA.GOV]
From: Montgomery, Michael
Sent: Fri 3/27/2015 5:41:06 PM
Subject: RE: agenda for our April 6 off-site at Mike's

Ex. 6 - Personal Privacy

Thanks

m

From: Diamond, Jane
Sent: Thursday, March 26, 2015 1:08 PM
To: Gullatt, Kristin; Woo, Nancy; Kemmerer, John; Montgomery, Michael
Subject: agenda for our April 6 off-site at Mike's

When: Monday, April 6, 10:00-2:30

Where: Mike will send us his address

Topics (we can allot specific time slots when we're together):

- 1) Division Director leadership transition
 - a. roles and responsibilities of Acting DDs, vis a vis Deputy, Associate and Assistant responsibilities

Bring your specific questions/concerns/thoughts.

We'll definitely cover leadership assignments for the things I've spent a lot of time, are pending, or are on Jared's current radar: Drought, Clean Water Rule, SF Bay/Delta (BDCP, WQCP updates), Cargill JD, CA UIC, HI DWSRF, media outreach

b. how to most effectively work with and get support from ORA

2) Supporting Water managers and staff (considering move, Employee Viewpoint Survey results and recent input to Jane, regional labor/management climate, etc.

3) Admin support (the issue of whether Division admin needs are being met keeps coming up—do we need to rethink prioritizing new hire(s) or SEE(s)?)

Lunch: I am inclined to stay in for lunch to make efficient use of our time, so am planning to bring food for all of us to share. Fallback is to go to a casual the place on the corner near Mike's.

I'm looking forward to having this time with all of you, with Kristin back, Mike and John returning from spring break, and Nancy on her way to vacation. Jane

Jane Diamond

Water Director, EPA Region 9

415-947-8707